

VACANCY ANNOUNCEMENT
NON-APPROPRIATED FUND (NAF)
Morale, Welfare & Recreation; Bachelor Housing & Quality Recycling Program located at:
Norfolk: Naval Station, Naval Support Activity, NAB Little Creek,
Portsmouth: Norfolk Naval Shipyard;
Virginia Beach: NAS Oceana and Dam Neck Annex;
Chesapeake: NSGA Northwest
Peninsula: Yorktown/Cheatham Annex

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Positions listed below are open for recruitment to all applicants at all times. Not every position may be available at every location—contact your NAF Personnel site office (listed on back) for specifics. Positions with specific requirements are so noted. “DEVELOPMENTAL” positions have promotion potential if requirements are met, provided at time of hire. Positions with salary ranges indicate variances in different wage areas, or that higher salary is paid for experience. FILING INSTRUCTIONS, APPLICATION REQUIREMENTS, EMPLOYMENT PREFERENCES, OFFICE LOCATIONS, AND A REGIONAL BASE LISTING ARE LOCATED AT THE END OF THIS ANNOUNCEMENT. **NOTE ANY PREFERENCE FOR SPECIFIC LOCATION OR ACTIVITY ON APPLICATION.** **ISSUE DATE: FEBRUARY 2003**  
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SPECIAL EVENTS:

ANNOUNCEMENT # NAF/OC 1-03: **Maintenance Helper (Events Crew)**, NA-3502-03/04

Salary: \$7.21 - \$8.13 per hour. Must lift 45 lbs+. Maintenance, carpentry, electrical skills to set up/tear down staging/seating/concessions. Able to read plans/properly place equipment/supplies. Valid driver's license, operate manual transmission required. **Developmental—Training & Promotion Potential!**

FOOD & BEVERAGE:

ANNOUNCEMENT # NAF/OC 2-03: **Bartender**, NA-7405-03, Salary: \$7.01 - \$7.51 per hour. Must have bartender experience or certificate of training. **Salary PLUS gratuity.**

ANNOUNCEMENT # NAF/OC 3-03: **Waiter**, NA-7420-01/03, Salary: \$6.03 - \$7.51 per hour. Experience required for NA-3. **Will train @ NA01!! Salary PLUS gratuity. Promotion Potential!**

ANNOUNCEMENT # NAF/OC 4-03A: **Food Service Worker** NA-7408-01/02/03/04, Salary: \$6.03 - \$8.13 per hour. Minimum experience required.

ANNOUNCEMENT # NAF/OC 4-03B: **Cook**, NA-7408-05/06/07/08, Salary: \$7.84 - \$10.57 per hour. Must have demonstrated exp and/or training in preparation of large quantities of food in an industrial or restaurant setting at full performance level. **Developmental—Training & Promotion Potential!**

ANNOUNCEMENT # NAF/OC 5-03: **Security Assistant**, NF-0085-01, Salary: \$6.00 per hour. Previous Security experience helpful. **Naval Station Enlisted Club only location.**

CHILD CARE / YOUTH:

ANNOUNCEMENT # NAF/OC 6-03: **Education Aid/Technician*** CC-1702-I/II, Starting salary \$8.64 - \$10.58 per hour. HS graduate and 6 mos experience in certified day care center or college courses in early childhood development/education preferred. **Developmental—Training & Promotion Potential!**

ANNOUNCEMENT # NAF/OC 7-03: **Recreation Aid/Asst*** (Youth), NF-0189-01/02, Salary: \$7.00 - \$8.00 per hour. Must be 18, HS diploma or equivalent. Some experience with youth/teen programs required. **Developmental—Training & Promotion Potential!**

FITNESS & SPORTS:

ANNOUNCEMENT # NAF/OC 8-03: **Recreation Aid/Assistant**, NF-0189-01/02

- **Gyms:** No experience required. \$6.25 - \$7.25 per hour.
- **Fitness:** Requires prior fitness experience or certification. \$8.00 - \$10.00 per hour. **Developmental!!**
- **Lifeguard/WSI:** Requires current CPR, First Aid, Lifeguard certifications (+WSI for WSI level), \$8.25 - \$10.75 per hour. **Developmental!! Automatic raises for returning summer staff!**

ANNOUNCEMENT # NAF/OC 9-03: **Facility Assistant**, NA-3502-02/03, salary: \$6.52 - \$7.51 per hour. Ability operate and perform routine facility cleaning and maintenance Ability to prepare athletic fields and facilities for sporting events. **Developmental—Training & Promotion Potential!**

FACILITY MAINTENANCE/PROJECTS MAINTENANCE:

ANNOUNCEMENT # NAF/OC 10-03: Maintenance Mechanic NA-4749-08/09 \$10.14 - \$11.19 per hour. 2 yrs general plus 2 years specific experience in plumbing, carpentry, painting. Ability to follow specifications, make correct measurements and perform basic math computations. **Developmental—Training & Promotion Potential!**

ANNOUNCEMENT # NAF/OC 11-03: Laborer/Facility Assistant (Recycling Program, Parks, Stables) NA-3502-02/03, \$6.56 - \$7.51. Laborer/Facility maintenance experience helpful. **Developmental—Training & Promotion Potential!**

RECREATION & COMMERCIAL ACTIVITIES:

ANNOUNCEMENT # NAF/OC 12-03: Recreation Aid/Asst, NF-0189-01/02 (Auto/Craft Hobby, Bowling, Golf, Recreation Centers, Liberty, Skeet & Trap) Salary: \$6.25 - \$10.00 per hour. Minimum experience required. **Developmental —Training & Promotion Potential!**

ANNOUNCEMENT # NAF/OC 13-03: Greenskeeper, NA-3554-04/05 (Golf), Salary: \$7.38 - \$8.75 per hour. Knowledge of golf/greens maintenance; ability to operate mowers and golf equipment. **Developmental —Training & Promotion Potential!**

ANNOUNCEMENT # NAF/OC 14-03: Laborer, NA-3502-03, (Golf) Salary: \$7.01 - \$7.51 per hour. Must be able to understand/carry out verbal instructions, operate basic tools.

CUSTODIAL:

ANNOUNCEMENT # NAF/OC 15-03: Custodial Worker, NA-3566-02/03, Salary: \$6.56 - \$7.51 per hour. No experience necessary. **Developmental—Training & Promotion Potential!**

ADMINISTRATIVE/CLERICAL:

ANNOUNCEMENT # NAF/OC 16-03: Desk Clerk/Operations Clerk, NF-0303-02, Salary: \$7.00 - \$8.00 per hour. Must have administrative skills and experience with computers and related software, and have the ability to key data into the computer.

ANNOUNCEMENT # NAF/OC 17-03: Sales Assistant, (Golf, Bowling, ITT, Theater) NF-2091-02, Salary: \$7.00 - \$9.00 per hour. Ability to operate cash register, do basic math, and possess customer service skills.

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**ALL EMPLOYEES** are required to participate in direct deposit of pay as a condition of employment Unless otherwise specified, all applicants must be 16 and over

~**ALL prior military discharged within the past 5 years must attach a copy of their DD214 showing reason for discharge and re-entry codes.**

~**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. **To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.**

~**Any position annotated with (\*):** Must successfully pass a National Agency Check (NAC) and a State Criminal Background investigation as a condition of employment.

**EMPLOYMENT PREFERENCE:** Explanation of preference is available at NAF Personnel Offices at all sites. No preference is given unless requested & documented. Acceptance or declination of a continuing position ends ability to claim preference for spouse or IVS applicants. To claim a preference, you must submit the following:

**MILITARY SPOUSE:** Must attach a copy of Military Spousal Preference form, military member's PCS orders and write SPOUSAL PREFERENCE on front page of the application.

**VETERAN:** Attach copy of DD-214 to the application.

**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and IVS one of the following: DD-214 or copy of DD-1173. IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.

**NOTE TO ALL APPLICANTS:** Positions in all employment categories may be filled from this list of announcements (regular full time, regular part time, and flexible). Applicants must indicate on the application the employment category(ies) they are willing to work. **UNLESS SPECIFICALLY STATED IN WRITING BY THE HIRING OFFICIAL, ALL POSITIONS WITH MULTIPLE LEVELS (NF-01 AND NF-02; NA-01/02/03) WILL BE HIRED AT THE ENTRY LEVEL**

**FILING INSTRUCTIONS:** Applicants must submit an application & attachments to:  
Regional NAF Personnel Office (Norfolk) 1200 Fechteler Road, Norfolk VA 23505.  
NAF Personnel Office (Little Creek) 1432 Hewitt Dr. Bldg. 3126, Norfolk VA 23521.  
NAF Personnel Office (Oceana/DamNeck) 875 D Ave. Bldg. 531, Virginia Beach VA 23460.  
NAF Personnel Office (Norfolk Naval Shipyard) Scott Center Annex, Bldg. 1559, Portsmouth VA 23709  
NAF Personnel Office (Yorktown/CAX) Bldg. 2011 Belzer Road, Yorktown VA 23691  
NAF Personnel Office (NSGA Northwest) MOU #1, Chesapeake VA 23322

*“The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors.”*

**Web Site:** [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

**JOBS LINE: 440-JOBS (5627)**